



Code of Conduct

OF THE ROYAL AUSTRALIAN
AND NEW ZEALAND
COLLEGE OF OBSTETRICIANS
AND GYNAECOLOGISTS

ranzcoг.edu.au



RANZCOG acknowledges and pays respect to the Traditional Custodians of the lands, waters and communities across Australia, on which our members live and work, and to their Elders, past, present and future. RANZCOG recognises the special status of Māori as tangata whenua in Aotearoa New Zealand and is committed to meeting its obligations as Te Tiriti o Waitangi partners.

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The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG, 'the College') is proud to be a leading institution in furthering Women's health. We aspire to the highest educational and clinical standards, we advocate for equitable access to quality health care, and we conduct our work in a culture of compassion, kindness and respect.

Why do we have a RANZCOG Code of Conduct?

This Code is a statement of the standard of professional and social behaviour expected of our membership and College Staff as we interact with each other and with others in undertaking the work of the College. The Code also functions to inform service providers and external individuals serving on a RANZCOG body of the culture that underpins our day-to-day work.

This Code should be read in conjunction with the RANZCOG Vision and Organisational Values, and the Constitution, Regulations, and other policies and procedures as detailed within this Code.

For College Staff, the RANZCOG Code of Conduct supplements the information contained in individual Employment Agreements.

For registered medical practitioners, the RANZCOG Code of Conduct sits alongside compliance with the expected standards of professional performance and conduct as set down by statutory registration and standards authorities in the jurisdiction in which a practitioner is practising the profession.

Our commitment to our patients

This Code of Conduct does not cover or diminish the many obligations to our patients and commitment to high standards of patient care.

Those obligations and professional standards are set out in other documents, including the Codes and professional documents issued by professional bodies, such as the Medical Board of Australia and the Medical Council of Aotearoa New Zealand.

Who does this Code of Conduct apply to?

The Code applies to everyone involved with RANZCOG including:

- All members of the College and trainees;
- Specialist International Medical Graduates on the pathway to Fellowship, or certification in a Subspecialty of Obstetrics and Gynaecology;
- Any external individual serving on a RANZCOG body or representing the College in other forums; and
- College Staff.

A member of the College is as specified in the RANZCOG Constitution Clause 3 and RANZCOG Regulation A1, and includes the categories of membership of Fellow, Honorary Fellow, Retired Fellow, Member, Diplomate, Educational Affiliate, Certificant, International Affiliate, Prevocational Affiliate – RANZCOG and PVOGS, Trainee Affiliate and Midwife Affiliate. A Specialist International Medical Graduate on the pathway to Fellowship, or certification in a Subspecialty of Obstetrics and Gynaecology, is as specified in RANZCOG Regulation E.

All individuals to whom this Code applies will be issued with a copy of this Code and notified of any updates and changes:

- at the commencement of their involvement with the College, including appointment to RANZCOG bodies as members or external individuals;
- at the commencement of their training program offered by the College;
- upon their SIMG assessment outcome being assessed as Substantially Comparable or Partially Comparable to a Specialist in Obstetrics and Gynaecology in Australia, or Subspecialist in Australia and Aotearoa New Zealand; and
- at the commencement of their employment with the College.

All individuals to whom this Code applies must be aware of their obligations under the Code and are expected to comply with its provisions.

Organisational Vision, Mission and Values

Our vision is: Excellence and equity in women's health

Our mission is: To continue to lead in education and training in obstetrics and gynaecology, and advocacy in women's health

Our Organisational Values of Advocacy, Education, Excellence, Integrity, Kindness and Respect are our core values that connect our members, trainees and staff in our shared duty, vision and mission of RANZCOG.



Behaviour we expect based on our core Values

RANZCOG values provide a roadmap to the organisation, membership, and staff as to the behaviours it expects and the type of culture it wishes to foster.



Advocacy

We are a leading voice for equity, social justice, fairness and evidence-based policy.

This means we will:

- be a strong and respected voice advocating for high quality evidence-based women's health services across Australia and Aotearoa New Zealand;
- use the authority of any appointments to the RANZCOG Board, Council and/or body position responsibly and promote equity and social diversity;
- model a proactive approach to gender equity within the leadership of the College;
- leverage opportunities to advocate with government for improved Women's Health;
- enable the voices of Aboriginal and Torres Strait Island peoples and Māori to be heard at all levels of our College, including decision making positions;
- recognise the impacts of colonisation and racism on Aboriginal & Torres Strait Island and Maori people and advocate for systemic change;
- apply an equity lens and consider the impact on Aboriginal & Torres Strait Island and Maori when we make decisions;
- actively support research and informed policy development that advances the status of our populations;
- endeavor to be aware of our implicit biases and the ways these might impact our behaviours;
- ensure our clinical guidelines consider the needs of our most disadvantaged populations and consider the impact of recommendations on these populations; and
- acknowledge that Australia and Aotearoa New Zealand are multicultural societies, which include Aboriginal and Torres Strait Islander peoples, Māori, and migrant and refugee groups.



Education

We embrace the opportunity to learn, share knowledge and experience through innovation, discovery and research.

This means we will:

- be life-long learners;
- maintain professional knowledge and skill consistent with the expected standards of the College and our specialty at large;
- share our knowledge openly and with generosity;
- maintain intellectual curiosity and critical appraisal skills;
- participate in, encourage and support research; and
- seek, where necessary, the professional help, advice and/or opinion of colleagues in their areas of expertise.
- continue to develop our communication skills with both patients, colleagues and others.
- seek to learn about the cultures of the populations we serve, including Maori, Aboriginal and Torres Strait Islander cultures.



Excellence

We are committed to performance at the highest standard in our work, training, research and support.

This means we will:

- foster a culture that supports sharing knowledge and experience through innovation and research;
- support the development of a harmonious, safe and productive environment to facilitate professional and personal skills development in ourselves and others;
- be open to critical evaluation of our activities to ensure we are achieving the standards we aspire to;
- commit to transformative change personally and organisationally to ensure we are a culturally safe organisation and support the delivery of culturally safe care.
- be agile, proactive, innovative, and able to anticipate change.



Integrity

We act honestly, ethically and with accountability towards everyone and in everything we do.

This means we will:

- act in accordance with the objectives of the College, its Constitution, Regulations, and policies;
- act ethically and professionally, with honesty and integrity, in the best interests of the College, colleagues and College Staff;
- make decisions fairly, impartially and promptly, considering all available information, regulations, legislation, policies and procedures;
- not make improper use of our position to gain advantage for ourselves or for any other person (refer Conflict of Interests Policy and Procedure); and
- refrain from undertaking or participating in activities that may result in harm to the reputation of RANZCOG, its members or College Staff.



Kindness

We act with compassion and care towards ourselves and one another.

This means we will:

- treat ourselves, colleagues and College Staff and others with respect, courtesy, honesty, kindness and fairness;
- have proper regard for the interests, rights, safety and welfare of others;
- treat all colleagues and College Staff as individuals deserving of respect, and value the contribution of each of them to the success of the College; and
- welcome diversity of views, ethnicity, heritage and culture and celebrate the richness these bring to the functioning of the College.



Respect

We expect and promote inclusivity, valuing individual rights, beliefs and choices.

This means we will:

- treat colleagues and College Staff fairly and objectively, irrespective of gender, sexual orientation, race, disability, religion, marital status, age, political conviction, or other attributes;
- be sensitive to, and value, the individual rights, beliefs and choices of patients, colleagues and College Staff in executing our professional responsibilities; and
- ensure freedom from harassment, bullying or discrimination against colleagues and/or College Staff (refer Bullying Harassment and Discrimination Policy).

Standards of clinical practice

It is expected that members will always abide by the codes of conduct of the relevant regulatory authority including:

- act in the best interests of patients;
- ensure the patient is always a partner in care and that every endeavour is taken to ensure they (or substitute decision-maker) are able to give fully informed consent before elective care and whenever possible in an emergency;
- be open and honest with your patients and answer their questions and concerns honestly;
- treat patients without discriminating on the basis of personal characteristics such as age, gender, marital status, ethnicity, religion, lifestyle, sexual orientation, gender identity, culture, disability or on the basis of insurance status;
- protect the privacy of patients within the confines of law;
- ensure that they remain competent and provide clinical care that is informed by current evidence;
- manage only those patients whose clinical conditions are within the clinician's scope of practice, giving consideration to individual training, experience, credentialing and current practice profile and the timely availability of others with greater expertise;
- be a supportive colleague and respond in a timely manner to requests from other clinicians for advice or opinion, and assistance; and
- participate in the emergency management of a patient when requested, when they are reasonably able to do so, and when refusal might adversely affect the outcome for the patient.

Core behaviours we expect from everyone

It is expected that all individuals to whom this Code applies will:

- take responsibility for contributing to the work of the College in a constructive, courteous and positive way to enhance good governance;
- have a good working knowledge of the College's governing documents, (i.e. the RANZCOG Constitution, College Regulations, Terms of References, policies and procedures) pertaining to specific positions, roles, and responsibilities;
- follow all required Work Health and Safety directives relevant to the College and its buildings;
- act in a financially responsible manner, in accordance with relevant College policies and procedures, applying due diligence to

the scrutiny of financial reports, audit reports and other financial material that is the responsibility of the Board and/or College management (refer Expense Reimbursement Policy and Procedure; Allowances Payable to Board Members, Members of Council and Committee Chairs Policy and Procedure);

- ensure the proper use of resources, including staff resources, office facilities and equipment, Cabcharge eTicket vouchers or Fastcards, and College credit cards;
- not accept gifts or benefits that breach the College's gifts and benefits policy (refer Gifts and Benefits Policy and Procedure);
- take responsibility for reporting fraud, improper conduct or misconduct which has been, or may be, occurring in the workplace to the Chief Executive Officer or other appropriate person; and
- attend scheduled meetings (refer Attendance Policy and Procedure – RANZCOG Board, Council and Committees).
- Not claim to represent RANZCOG without the proper authority to do so;

Additionally, it is expected that College Staff will:

- follow the principles of the code while employed by the College, during and outside work hours and at College related events;
- maintain appropriate professional boundaries with College members;
- perform their duties diligently and conscientiously;
- act in a financially responsible manner, ensuring respectful, efficient and effective use of College resources;
- maintain a co-operative and collaborative approach to working relationships;
- act fairly and reasonably and carry out work with integrity and objectivity;
- not solicit gifts or benefits, nor accept gifts or benefits either for themselves or for another person which might in any way either directly or indirectly compromise or influence or be reasonably perceived to compromise or influence them in any way; and
- raise any professional and/or ethical issues that may arise in their work with their supervisor or manager or the CEO.

Communication and official information

It is expected that all individuals to whom this Code applies will:

- act in ways that support the reputation of colleagues and College Staff;
- support, adhere to and not undermine the determinations of the RANZCOG Board, the Council or any other College body;
- respect the confidentiality and privacy of all information as it pertains to individuals (refer Confidentiality Policy Board, Council and Committees; Privacy Policy);
- promote good governance and efficiency of College work by directing all communication between committees, Council and Board through the appropriate Chair, Chief Executive Officer and/or College Staff person;
- not disclose official information or documents acquired, or through membership of a RANZCOG body, other than for furthering the work of the College or as agreed by the respective RANZCOG Board, Council and/or bodies (refer Confidentiality Policy Board, Council and Committees); and
- ensure that any public comments made in the name of the College are authorised by the President and/or CEO and are in accordance with the College's media policy (refer Providing Media Comments as a College Spokesperson Policy and Procedure).

Additionally, it is expected that College Staff will:

- follow all reasonable requests from supervisors, managers, heads, executive directors and the CEO;
- respect the confidentiality of information entrusted to them in the course of employment; and
- act within College regulations, policies and procedures and comply with all legislative, industrial, contractual and administrative requirements.



Conflicts of Interest

It is expected that all individuals to whom this Code applies will:

- be open and transparent and declare any real or perceived conflict of interest to ensure organisational integrity;
- disclose any personal or business interests which may give rise to actual or perceived conflicts of interest and ensure they are managed appropriately in line with the procedures as outlined in the Conflict of Interest Policy;
- ensure any personal or financial interests do not conflict with their ability to perform official duties in an impartial manner; and
- not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of the College.

Duty of Disclosure of RANZCOG members

It is expected that RANZCOG members will:

- report any limitation placed on medical registration, formal disciplinary action or restrictions implemented by relevant authorities; and
- report in a timely manner to a relevant authority incidents or events that may lead to patient harm.

Bullying, Harassment & Discrimination

College is committed to providing a respectful workplace and training environment that is completely free of bullying, harassment, and discrimination. Bullying, harassment, and discrimination is unacceptable and a risk to health and safety because it may affect the mental and physical health of individuals. These behaviours can adversely affect the psychological and physical health of a person but can also extend to others in the workplace or relations (such as family or friends).

All forms of bullying, harassment and discrimination constitute a breach of the RANZCOG Code of Conduct and are not in congruence with the RANZCOG Organisational Values. (refer to the RANZCOG bullying, harassment and discrimination policy)

In their professional or employment activities, all individuals are expected to refrain from:

- actions which undermine, humiliate or belittle others including verbal and non-verbal threats,
- unwelcome sexual advances, withholding necessary information, and excluding or ignoring or persistent attempts to demoralize;
- bullying or harassment;
- discrimination against another person on racial, gender or sexual grounds; disability, religion, marital status, age, political conviction, or other attributes;

Workplace Health and Safety

In their professional or employment activities, all individuals must:

- follow workplace health and safety policies and procedures;
- be ever mindful of the health and safety of themselves and others in their workplaces;
- not engage in unsafe practices;
- ensure they are not affected by alcohol or drugs while at work or at work events; and
- uphold the principles of equal opportunity by not engaging in victimisation, bullying, sexual harassment, discrimination or any other anti-social behaviours.

Breaches of the Code

Any complaint made in good faith that gives rise to apprehension of a breach of the Code of Conduct will be taken seriously.

Complaints concerning breaches of the Code of Conduct will be dealt with according to the RANZCOG Complaints Policy.

Complaints must be submitted in writing to:

Chief Executive Officer

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists
ceo@ranzocg.edu.au

Complaints concerning breaches of the Code of Conduct by College Staff will be dealt with by the Chief Executive Officer and the Head, People and Culture. Complaints must be submitted in writing to:

Chief Executive Officer: ceo@ranzocg.edu.au ; and
Head, People, Wellbeing and Facilities: hr@ranzocg.edu.au



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